



Site Coordinator's Preparation Guide

February 2008



UTAH BASIC SKILLS COMPETENCY TEST

SITE COORDINATOR'S PREPARATION GUIDE

A Guide for Coordinating the Utah Basic Skills Competency Test

The Utah State Office of Education

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INSTRUCTIONS FOR SITE COORDINATORS

As the Site Coordinator for your school, your assistance is vital to the success of the Utah Basic Skills Competency Test (UBSCT). Careful attention to your responsibilities will help to ensure that testing will proceed smoothly, materials will be accounted for properly, and responses will be analyzed quickly and accurately. The quality of assessment data depends, in large part, on uniformity of test administration procedures. For this reason, the instructions given in this guide, in the *UBSCT Administration Manual*, and from your District Testing Director must be followed closely.

The Site Coordinator serves as the liaison between the USOE, the contractor, the District Testing Director, and local Test Administrators. **The primary responsibilities of the Site Coordinator are to:**

- Serve as the school's contact person for all issues related to the UBSCT.
- Coordinate UBSCT administration in the school.
- Certify that all students taking the test are qualified to be there.
- Supervise the inventory, distribution, collection, and return of all UBSCT test materials.
- Verify that pre-printed answer documents and pre-printed labels are used by the designated student or, for students not taking the test, that the correct special code is marked on each answer document.
- Maintain and oversee the security of all UBSCT test materials.

OVERVIEW OF THE TEST

The UBSCT is divided into three subtests: Writing, Mathematics, and Reading. Each subtest must be administered in one session on the same day statewide.

The Writing subtest has two sections that appear in one booklet. Section 1 contains multiple-choice questions that measure students' editing skills. Section 2 is a writing prompt. Students are expected to address the prompt in an essay. Students are to complete both sections of the Writing subtest in one sitting, with no break between sections.

The Mathematics subtest also has two sections in one booklet. Section 1 of the Mathematics subtest contains multiple-choice questions that are to be answered without the use of a calculator. Section 2 contains multiple-choice questions that may be answered with the aid of a calculator. Students are to complete both sections of the Mathematics subtest in one sitting, with no break between sections. A reference sheet is provided to students to use while taking both sections of the subtest, and can be found inserted within each test booklet.

The Reading subtest has one section. It contains several reading selections, each followed by a set of multiple-choice questions.

Braille and large-print versions of each subtest are available through the Utah State Office of Education, and may be ordered at the following Web site: <https://assessment.schools.utah.gov/usoeaa/>. For students who take

the Braille or large-print version of any subtest, their answer document should be marked "Accommodated" in the "Special Codes" box and with the appropriate form number.

Students will answer all questions on separate answer documents. Each subtest has its own answer document. Reading and Mathematics have single-page answer documents. Writing has a multiple-page answer document with spaces provided for responding to both the multiple-choice questions and the writing prompt.

TEST-RELATED ACTIVITIES

As Site Coordinator, you are responsible for the following test-related activities:

- Developing a testing schedule for your school.
- Distributing materials to Test Administrators and meeting with them to answer any questions they have.
- **Ensuring that pre-print labels are applied to Writing Answer Documents prior to testing. (See page 17 for an example)**
- Collecting materials each day immediately after the day's testing session.
- Ensuring that testing procedures are followed.
- Completing and returning the School Material Summary.
- Preparing the majority of test materials for return to the district by the end of the day on **Thursday, February 8.**
- Preparing make-up test materials for return to the district on or before **Tuesday, February 12.**

OVERVIEW OF THE TEST SCHEDULE

The UBSCT is to be administered on February 5, 6, and 7, 2008. Each subtest must be administered in one session on the prescribed day, as indicated in the schedule below.

Date	Subtest
Tuesday, February 5, 2008	Writing
Wednesday, February 6, 2008	Mathematics
Thursday, February 7, 2008	Reading

Although each subject-specific subtest is designed to take about 90 minutes, this is not a timed test. Students should be given all the time they need to complete each subtest. Students who finish a subject-specific subtest early may not work on a subtest from another subject in that same sitting.

For the February 2008 administration of the UBSCT, all tenth grade students and any eleventh or twelfth grade students who have not passed one or more subtests are eligible to participate. Students are expected to take any subtest they have not yet passed. Please be sensitive to student expectations of confidentiality when informing students of the testing schedule and their participation.

Site Coordinators will be provided with instructions from the District Testing Director on how to conduct make-up testing in the district. All make-up testing must be completed before the end of the day on February 12.

Total test administration time during the UBSCT testing window must allow for the following activities:

Session	Activity	Time Needed
Prep	Prepare and distribute pre-printed answer documents to students	This will depend on the number of answer documents and students.
Prep	Complete demographic information on the answer document, only for students without a pre-printed answer document	Approximately 10 minutes per subtest before testing begins, for students who do not have a pre-printed answer document
Writing Subtest	Section 1: Answer multiple-choice test questions Section 2: Write essay for writing prompt	Approximately 90 minutes on February 5, 2008
Mathematics Subtest	Section 1: Answer multiple-choice test questions without the use of a calculator Section 2: Answer multiple-choice test questions with the use of a calculator	Approximately 90 minutes on February 6, 2008
Reading Subtest	Answer multiple-choice test questions	Approximately 90 minutes on February 7, 2008
Make-up Testing	Conducted per district guidelines	This will depend on the district plan.

Schedule the testing in your school each day at a time that will minimize interruptions for test takers. All students should be tested in surroundings that will provide them with the opportunity to do their best work.

In schools where students in several classrooms are being tested, each class should take the subtests at the same time on the required day. Each testing room should have adequate space for students to work comfortably and allow for secure testing procedures.

It is important that interruptions be avoided during testing. Notify your school office that testing is taking place and that interruptions should be made only in the case of emergencies.

For any student who requires test modifications that cannot be accommodated in a regular testing room, you must schedule modified testing to occur at the same time as other UBSCT testing in the building. Accommodations that a student receives to take the UBSCT should be marked in the "Accommodations" box on the student's answer document, and the "Accommodations" option in the "Special Codes" box on the answer document should also be marked.

RECEIPT OF MATERIALS

Test materials will be delivered to District Testing Directors for dissemination to the Site Coordinators. The following test materials will be supplied by your district from Measured Progress:

- School Material Summary and Packing Slips
- *UBSCT Site Coordinator's Preparation Guide*
- One *UBSCT Administration Manual* for the Site Coordinator's use
- Additional Materials Request Form
- Site Coordinator Certification Form
- Instructions for preparing materials for return to districts, with labels for return boxes
- "Administrative Forms" return envelope
- Test booklets for Writing, Mathematics, and Reading
- *UBSCT Administration Manuals*
- "For Return of Used Answer Documents Only" envelopes, labeled by subtest
- "For Return of Used Answer Documents Only" envelopes, labeled by subtest, for **make-up testing**
- "For Return of Blank Unused Answer Documents" envelopes
- "Special Handling" envelope for return of damaged, voided, or other non-routine test materials

The following materials will be supplied by your district from the USOE:

- Pre-printed answer documents for Writing, Mathematics, and Reading
- Pre-printed labels to be applied to answer documents for Writing
- Blank answer documents for Writing, Mathematics, and Reading

Please make an inventory of the test materials as soon as possible. A prompt inventory will allow you to verify quantities of test materials in your shipment and order additional test materials from your District Testing Director, if needed, as well as provide adequate time for distribution to your Test Administrators. The School Material Summary and Packing Slips list the materials you should have received. Count all materials immediately and notify your District Testing Director using the Additional Materials Request Form to request additional materials if needed. Attach copies of any discrepancies or additional materials requests to your School Material Summary, as you will be required to account for all materials delivered to your school.

Extra test booklets and answer documents have been provided in your school's shipment of test materials. However, if you are missing any materials indicated on the School Material Summary or if you need additional materials, call your District Testing Director **immediately**.

Save the box(es) and the packing material in which test materials were shipped so that they can be used for returning test materials to your district when testing is finished. Each box from Measured Progress carries a pre-printed barcode label identifying your school. Each white envelope labeled "For Return of Used Answer Documents Only" also has a pre-printed barcode label identifying your school. The information on these labels will expedite the tracking of returned materials, so please do not remove, destroy, or deface them.

PRE-PRINTED ANSWER DOCUMENTS

Answer documents and pre-printed labels with pre-printed student information on them were supplied for all students identified to take the UBSCT. Allow sufficient time before testing begins for Test Administrators to distribute to students their specific answer documents. When distributing the answer documents, Test Administrators must be careful to ensure that students receive the answer documents with their specific information pre-printed on them. **NOTE: Writing Answer documents will need to have pre-printed labels applied before the start of testing. (See page 17 for an example.)**

Instruct Test Administrators to ensure that students with pre-printed answer documents DO NOT edit the demographic information grids on their answer document unless pre-printed information for a particular section is missing. If pre-printed information on an answer document is incorrect, it should not be used and the student should be instructed to complete a blank answer document as described in the *UBSCT Administration Manual*. If a student does not use his or her pre-printed answer document because the information is incorrect, the answer document should be marked "VOID," a note of explanation should be attached, and the voided answer document(s) should be returned in your school's "Special Handling" envelope along with other voided, damaged, or irregular materials.

Please note that students completing blank answer documents should enter their district student number, **not** their statewide student identifier (SSID), on their answer documents. Please contact your District Testing Director if you have questions regarding the difference between students' district student numbers and their SSID.

SECURITY OF MATERIALS

TEST SECURITY: All test booklets and supporting materials associated with the UBSCT are confidential and secure. No part of any test booklet may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system. **All test booklets (used and unused), answer documents (used and unused), and UBSCT manuals/guides must be returned to your District Testing Director at the completion of the test administration.**

As Site Coordinator, you are responsible for ensuring the security of all test materials. You must notify Test Administrators that tests are SECURE and MUST NOT be released, copied, or duplicated in any way.

You also should be familiar with the instructions given in the *UBSCT Administration Manual*. If you have any questions regarding test procedures, call your District Testing Director.

Requirements and procedures for the UBSCT are stated in UT Admin. Code 277-705-6. Part E of this rule states:

E. Testing eligibility:

1. Building principals shall certify that all students taking the test in any administration are qualified to be there.
2. Students are qualified if they:
 - a. are enrolled in tenth, eleventh, or twelfth grade (or equivalent designation in adult education) in a Utah public school program; or
 - b. are enrolled in a Utah private/parochial school (with documentation) and are at least 15 years old or enrolled at the appropriate grade level; or
 - c. are home schooled (with documentation) and are at least 15 years old.

DISTRIBUTING MATERIALS AND BRIEFING TEST ADMINISTRATORS

As Site Coordinator, you should become familiar with the responsibilities of Test Administrators described in the *UBSCT Administration Manual*. Carefully review the manual before distributing materials to Test Administrators. Then provide each Test Administrator with the necessary quantities of student test materials (#2 pencils, test booklets, pre-printed answer documents, blank answer documents, and other materials as needed) and a *UBSCT Administration Manual*.

Request that Test Administrators read the manual as soon as possible. Schedule a meeting with them to review procedures for handling materials, discuss the test schedule, and answer questions about administering the test. Remind them that during testing Test Administrators should monitor student performance to ensure that students are following directions and are taking the task seriously.

Each subtest is designed to take place in one approximately 90-minute session, although students should be given all the time they need to complete each subtest. For students without pre-printed answer documents, additional time is required to complete the demographic information section of the blank answer documents. Your test schedule should allow sufficient time to complete this activity. Give Test Administrators your district/school code for use when students are filling out blank answer documents. Your district/school code can be found in the table at the end of this guide.

Test Administrators may **not** comment on students' work or help them in any way **except** during the completion of the student information section on the student answer documents when required, or in explaining the directions.

Please remind Test Administrators that tests are secure and may not be copied or duplicated in any way, and that all test security procedures must be followed at all times.

TEST MODIFICATIONS/EXCUSALS

ASSESSMENT ACCOMMODATIONS

All Utah students are to participate in the Utah Performance Assessment System for Students (U-PASS), including administration of the Utah Basic Skills Competency Test (UBSCT). **Please note that that for the UBSCT Writing subtest, only essays written in English will be scored.** To meet students' special needs, assessment accommodations are allowed in specific situations in order to enable students to better demonstrate their knowledge. These decisions apply to:

- English Language Learners
- Students with Disabilities
- Students with Section 504 Plans

Accommodations are determined by an ELL, IEP or 504 team.

Both federal and state laws require that all students be administered assessments intended to hold schools accountable for the academic performance of students. These laws include state statutes that regulate the Utah Performance Assessment System for Students (U-PASS). The most prominent federal laws are the No Child Left Behind Act of 2001 (NCLB) and the Individuals with Disabilities Education Improve Act of 2004 (IDEA)

All students are expected to participate in the state accountability system. This principle of full participation includes ELL students, students with an Individualized Education Program (IEP), and students with a Section 504 plan.

Decisions regarding accommodations and modifications must be made by an ELL, IEP, or 504 team and documented in the student's file. ELL team members, Individualized Education Program (IEP) team members, and Section 504 team members must actively engage in a planning process that addresses the assurance of the provision of accommodations to facilitate student access to grade-level instruction and state assessments.

Individual teachers may not make decisions regarding assessment accommodations at the time of test administration. These decisions must be made in advance by the appropriate team.

Accommodations that a student receives to take the UBSCT should be marked in the "Accommodations" box on the student's answer document; the "Accommodations" option in the "Special Codes" box on the answer document should also be marked.

To obtain detailed information about the official state policy for assessment accommodations, examine the document entitled "U-PASS Assessment Participation and Accommodations Policy." This document is available at the following URL:

http://www.schools.utah.gov/eval/DOCUMENTS/Special_Needs_Accommodations_Policy.pdf

A student who wishes, for any reason, to be excused from taking the UBSCT must notify the Site Coordinator and provide documentation of the request, reasons for wishing to be excused, and a signed form from the

parent(s) or guardian indicating that both the parent(s)/guardian and student are fully aware of the consequences of missing an opportunity to take and pass the test.

COLLECTING MATERIALS AFTER TESTING

After testing has been completed each day, Test Administrators must return all used and unused test materials to their Site Coordinator. When materials are returned to you, check that:

- **All** test materials (test booklets, answer documents, and manuals), whether used or unused, have been returned by each Test Administrator.
- **Each student answer document has been completed accurately for each student.**
- There is a student answer document for every used test booklet.
- Every answer document that was used by a student to take the test is placed in the appropriate envelope for return.
- A sufficient quantity of unused answer documents are set aside for make-up testing.
- The student answer documents are in good condition.
- All voided or **irregular test materials** have been placed in the "Special Handling" envelope, with an explanation note attached to each answer document placed in this envelope.

All make-up testing must be completed no later than February 12, 2008. After make-up testing has been completed, check that:

- **All** test materials (test booklets, answer documents, and manuals), whether used or unused, have been returned by each Test Administrator.
- **Each student answer document has been completed accurately for each student.**
- There is a student answer document for every used test booklet.
- Every pre-printed answer document was either used by the student to take the test **or** has a code marked in the "Special Codes" box for students who did not take the test.
- The student answer documents are in good condition.
- All voided or **irregular test materials** have been placed in the "Special Handling" envelope, with an explanation note attached to each answer document placed in this envelope.

All answer documents from regular testing (February 5-7) should be returned to your district by February 8, 2008. Any test materials not needed for make-up testing should also be returned at this time or by February 12. The remainder of the test materials received by your school must be returned to the district on or before Tuesday, February 12, 2008 (as soon as make-up testing has been completed). All materials listed on the School Material Summary must be returned. Use the School Material Summary to account for all test materials. The number of materials returned in the two shipments must equal the number of materials sent to your school.

Place student answer documents in the appropriate white envelopes provided. Be sure to put the answer documents in the correct subtest-specific envelope. Answer documents for large-print and Braille forms should be placed in the envelope with the rest of the answer documents for that subtest, with "Accommodated" marked in the "Special Codes" box (however, writing answer documents that contain a typed response for

students who have such an accommodation should be placed in the “Special Handling” envelope). Place any unused blank answer documents in the appropriate envelope.

All pre-printed answer documents must be used. If, during regular or make-up test administration, a student did not use his or her pre-printed answer document, the appropriate reason the answer document was not used by the student should be marked in the “Special Codes” box on the answer document. These answer documents should then be placed in the envelope with the used answer documents. If a student does not use his or her pre-printed answer document because the information is incorrect, the pre-printed answer document should be marked “VOID,” a note of explanation should be attached, and the voided answer document(s) should be returned in your school’s “Special Handling” envelope along with other voided, damaged, or irregular materials.

Place answer documents that require special handling in the “Special Handling” envelope. Examples of answer documents that would require special handling are:

- Damaged answer documents that will need to be scored.
- Voided answer documents that will not be scored (mark “VOID” and attach an explanation; all voided answer documents will not be scored).
- Writing answer documents that contain a typed response for students who have such an accommodation (include the student’s name, district and school code, and district student number on all typed response pages). Place the typed response inside of answer document. Do not staple, tape, or paperclip it to writing answer document.
- Answer documents for students whose district/school code should be different from the other answer documents (e.g., a student who took the test at one school but actually attends another school or program; attach a note of explanation).

All UNUSED blank answer documents that are not pre-printed should be placed in the “Return of Blank Unused Answer Documents” envelope.

RETURN OF MATERIALS TO DISTRICT TESTING DIRECTORS

All materials must be returned to your District Testing Director as soon as your school has completed testing. It is important that every school adhere to the established test schedule. Please return the majority of test materials to your district by the end of the day on **February 8**.

The remainder of your test materials should be prepared and returned to your district as soon as make-up testing is complete, but no later than Tuesday, February 12. It is your responsibility to contact your District Testing Director to make arrangements for return of materials.

Verify that the materials recorded on the School Material Summary are accounted for. Sign the Site Coordinator Certification Form. Make a copy of these forms for your records, and place the originals in the envelope labeled “Administrative Forms.”

Materials must be returned in the same boxes in which the materials arrived. Label all boxes going to the district from your school, "School Box 1 of __," "School Box 2 of __," etc.

On February 8, place all answer documents used by students during the regular UB SCT administration dates (February 5-7) in the appropriate subtest-specific envelope, and then insert these used answer document envelopes in a box for return to your district. Place an "Answer document Box" label on the upper right-hand corner of this box. Place these materials in the box in the following order from top to bottom.

February 8 Answer document Box Shipment

TOP OF BOX
"For Return of Used Answer Documents Only" envelopes, labeled by subtest
BOTTOM OF BOX

On February 12, or as soon as make-up testing has been completed, place all answer documents used by students during the make-up UB SCT administration window (February 8-12) in the appropriate subtest-specific envelope for make-up testing, and then insert these used make-up answer document envelopes in a box for return to your district. Additionally, include your school's administrative forms, any answer documents requiring special handling, and blank, unused answer documents in their respective envelopes, and insert the "Administrative Forms," "Special Handling," and "For Return of Blank Unused Answer Documents" envelopes in this answer document box. Place an "Answer document Box" label on the upper right-hand corner of this box. Place these materials in the box in the following order from top to bottom.

February 12 (or Earlier) Answer document Box Shipment

TOP OF BOX
"Administrative Forms" envelope
"Special Handling" envelope
"For Return of Used Answer Documents Only" envelopes, labeled by subtest for make-up testing
"For Return of Blank Unused Answer Documents" envelopes
BOTTOM OF BOX

If the answer document envelopes for your school do not all fit in one box, use additional boxes and place "Answer document Box" labels on the upper right-hand corner of each additional box that contains answer documents.

Place all remaining test materials, including used and unused test booklets and manuals/guides, in the boxes in which they were originally shipped (if space allows, pack separate subtests in separate boxes). When packing these remaining test materials for return, place them in the box in the following order from top to bottom.

February 8 and February 12 (or Earlier) Test Booklet Shipment

TOP OF BOX
Used student test booklets
Unused student test booklets
Manuals/guides
BOTTOM OF BOX

Important: Do not use rubber bands, staples, or clips when returning materials.

You may need to use packing material, such as crumpled paper, to be sure materials will not shift during shipping. Reseal the boxes using heavy-duty packing tape. Cross out or tape over any old address labels. **Be sure the barcode label on each box is intact and not covered by any other labels or tape.** If the barcode label is missing, please write your school name and return address on each box. Depending on the number of boxes that you return, label the boxes "School Box 1 of 2," or "School Box 2 of 2," etc.

All special needs test materials received from the USOE must be returned to the USOE. (Follow your District Test Administrator's directions.) This includes special needs booklets (large-print and Braille) and Administration assistance materials (standard-print booklets) sent by the USOE to support special needs materials.

**THANK YOU VERY MUCH FOR YOUR HELP IN COORDINATING
THE UTAH BASIC SKILLS COMPETENCY TEST.**

CHECKLIST FOR SITE COORDINATORS

Before testing:

- _____ Notify students and parents about testing.
- _____ Secure information from school records on students' participation in special programs, English language fluency, and disabling conditions that necessitate providing students with appropriate accommodations or excusals.
- _____ Apply pre-printed labels to Writing Answer Documents.
- _____ If a student does not have a pre-printed answer document, arrange for completion of the demographic portion of a blank answer document for that student.
- _____ Receive and inventory test materials as identified on the School Material Summary.
- _____ Keep original boxes for return shipment.
- _____ Read this guide and the *UBSCT Administration Manual*.
- _____ At least three days in advance of testing, distribute *UBSCT Administration Manuals* to Test Administrators.
- _____ Meet with Test Administrators to plan the test schedule and to review procedures.
- _____ Provide Test Administrators with your school's district/school code.
- _____ Distribute subtest materials to Test Administrators on the scheduled testing day.
- _____ Supply Test Administrators with extra #2 pencils.
- _____ Ensure that calculators are available in each classroom for Section 2 of the Mathematics subtest. Students should use the calculators with which they are most familiar.
- _____ Call your District Testing Director with questions about materials, the test schedule, or other concerns.

During testing:

- _____ Be available to answer questions as necessary.
- _____ Be sure that all students have comfortable and adequate work spaces.
- _____ See that test procedures are followed.
- _____ Arrange for testing of students who require test modifications not appropriate in a regular classroom.
- _____ Maintain and oversee the security of all test materials.

After testing:

- _____ Collect and inventory all test materials following each testing session.
- _____ Verify return of all test materials on the School Material Summary.
- _____ Sign the Site Coordinator Certification Form.
- _____ Place the School Material Summary and Site Coordinator Certification Form in the "Administrative Forms" envelope.
- _____ Place used and unused answer documents in the appropriate large white envelopes.
- _____ Place all answer documents that are damaged, voided, or nonroutine in the "Special Handling" envelope, with explanation notes attached.
- _____ Place all envelopes containing answer documents (used and unused) in the same box and attach an "Answer document Box" label to the box.
- _____ Inventory and return the majority of materials to the district in the original shipping boxes by the end of the day on **February 8**.
- _____ Inventory and return the remainder of materials set aside for make-up testing to the district in the original shipping boxes on or before the end of the day on **February 12**.
- _____ Label all school boxes going to the district, "School Box 1 of __," "School Box 2 of __," etc.

TABLE OF DISTRICT/SCHOOL CODES

District	School	District/School Code	District	School	District/School Code
Alpine	Alpine Life and Learning Center	01720		Farmington Bay Youth Center (JR)	07565
	Alpine Summit	01735		Farmington Bay Youth Center (SR)	07566
	American Fork HS	01704		Layton HS	07710
	East Shore HS	01720		Mountain High	07730
	Lehi HS	01708		MTN High SHOUPP	07732
	Lone Peak HS	01709		MTN JH SHOUPP	07731
	Mountain View HS	01711		Northridge HS	07711
	Orem HS	01712		Quest Program	07811
	Pleasant Grove HS	01716		STAR Program	07660
	Timpanogos HS	01718		Stride	07670
				Viewmont HS	07712
Beaver	Beaver HS	02704		Weber Basin Job Corps	07760
	Milford HS	02708		Woods Cross HS	07714
Box Elder	Bear River HS	03704	Duchesne	Altamont HS	08704
	Box Elder HS	03708		Duchesne County School District Packet P	08755
	Dale Young Community HS	03778		Duchesne HS	08708
	Grouse Creek School	03710		Tabiona HS	08712
	Lincoln Center	03630		Thompsons School	08804
	North Community HS	03998		Union HS	08714
	Park Valley School	03712	Emery	Emery HS	09706
	Triumph Youth Center	03570		Green River HS	09704
	Youth Track	03550	Garfield	Bryce Valley HS	10704
Cache	Cache HS	04710		Escalante HS	10708
	Mountain Crest HS	04702		Panguitch HS	10712
	Sky View HS	04706	Grand	Arches Education Center	11760
	Valley View YIC	04790		Grand County HS	11704
	YIC	04780		Artec Campus	12557
	Young Mothers Program	04760		Central HS	12740
	Youth Track YIC	04550		Cottonwood HS	12702
Carbon	Carbon HS	05704		Cyprus HS	12704
	Castle Country Youth Center	05550		Decker Lake Youth Center	12580
	Lighthouse Learning Center Alt.	05760		Granger HS	12708
Daggett	Manila HS	06704		Granite HS	12712
Davis	Arrow Class YIC	07555		Granite Peaks Adult HS	12760
	Arrow Reflections YIC	07573		Hilda B. Jones Center	12640
	Bountiful High 3-6	07725		Home Hospital	12041
	Bountiful HS	07704		Home School	12990
	Canyon Heights	07735		Hunter HS	12710
	Clearfield High 3-6	07720		Juvenile Receiving Center	12584
	Clearfield HS	07706		Kearns HS	12714
	Clearfield Job Corps Center	07770		Mountain View Learning Center	12500
	Davis 745	07745		Observation & Assessment	12595
	Davis 811	07811			
	Davis Arrow High YIC	07593			
	Davis HS	07708			

District	School	District/School Code
Granite	Olympus HS	12716
	SAFE Program	12781
	Salt Lake County Detention Center	12585
	Salt Lake Valley Detention Center	12554
	Skyline HS	12718
	Special Education	12800
	Special Education	12801
	Special Education	12802
	Taylorville HS	12722
	Teen Parents	12689
	Wasatch Youth Center	12583
	Young Parent Program	12616
	Youth Services-Shelter	12559
Iron	Canyon View HS	13712
	Cedar City HS	13704
	Foot Hill HS	13550
	Parowan HS	13708
	South West Educational Academy/Adult HS	13750
	YIC Programs	13740
Jordan	Alta HS	14702
	Bingham HS	14704
	Brighton HS	14705
	Copper Hills HS	14703
	Draper Group Home	14021
	Genesis	14091
	Hillcrest HS	14706
	Jordan App Tech Center – Sandy	14740
	Jordan App Tech Center – West Jordan	14741
	Jordan HS	14708
	Jordan Resource HS	14820
	Out of District	14500
	Riverton HS	14710
	South Park Academy	14712
	Valley High School	14716
	West Jordan HS	14718
Juab	Juab HS	15704
Kane	Big Water HS	16712
	Kanab HS	16704
	Lake Powell HS	16714
	Valley HS	16708
Logan	Logan HS	39704
	Logan North Campus	39708
	Logan South Campus	39710

District	School	District/School Code
Millard	Delta HS	17704
	Delta Technical Center	17715
	Eskdale HS	17712
	Millard HS	17708
Morgan	Morgan HS	18704
Murray	Creekside HS	40714
	Murray HS	40704
Nebo	Landmark HS	19720
	Payson HS	19704
	Spanish Fork HS	19708
	Springville HS	19712
	Young Parents HS	19750
North Sanpete	North Sanpete HS	20704
	Pine Creek Ranch	20500
	Sanpete Academy ASCENT	20995
North Summit	North Summit HS	21704
Ogden	Ben Lomond HS	37704
	Intospect	37807
	Mill Creek Youth Center	37740
	Ogden HS	37708
	Ogden Observation and Assessment Center	37760
	Project Surpass – Archway	37805
	Project Surpass – Ben Lomond	37736
	Project Surpass – Day Treatment	37806
	Project Surpass – Ogden	37737
	Project Surpass – Paramount	37804
	Project Surpass – Washington High	37735
	Washington HS	37730
Park City	Park City HS	22704
	Park City Learning Center	22750
Piute	Piute HS	23708
Provo	Center for HS Studies	38740
	Independence HS	38730
	O & A Youth Corrections	38585
	Oakridge School	38640
	Oaksprings	38560
	Provo HS	38704
	Slate Canyon	38555
	Timpview HS	38712

	Vantage Point	38590
District	School	District/School Code
Rich	Rich HS	24708
Salt Lake City	East HS	36704
	Highland HS	36708
	Horizonte Instruction and Training Center	36750
	Hospital Elementary & Secondary	36613
	West HS	36716
San Juan	Monticello HS	25704
	Monument Valley HS	25706
	Navajo Mountain HS	25712
	San Juan HS	25708
	Whitehorse HS	25710
Sevier	Cedar Ridge High	26716
	Central UT Youth Home – YIC	26730
	North Sevier HS	26704
	Richfield HS	26708
	South Sevier HS	26712
	Storm Ridge YIC	26735
South Sanpete	Gunnison Valley HS	27704
	Manti HS	27708
	Private School	27995
	Sanpete Academy	27702
	Young Women's Empowerment Center	27703
South Summit	South Summit HS	28704
	West Desert HS	29708
	Grantsville Home Study	30750
	Grantsville HS	30708
	Private/Homeschool	30990
	Tooele HS	30712
	Tooele High South Campus	30740
	Tooele Valley HS	30745
	Wendover HS	30714
	Split Mountain Youth Center	31775
	Uintah HS	31704
	Wasatch Alternative School	32708
	Pine View HS	33720
	Reach YIC	33730
	Snow Canyon HS	33725
	Youth Crisis Center	33790
Wasatch	Wasatch High School	32704
Washington	Dixie High School	33704
	Enterprise High School	33712

	Hurricane High School	33716
	Millcreek High School	33718
	Pine View High School	33720
District	School	District/School Code
	Snow Canyon High School	33725
Wayne	Wayne High School	34704
Weber	Bonneville HS	35701
	Canyon View School	35620
	Day Treatment	35620
	Fremont HS	35706
	Roy HS	35708
	Two Rivers HS	35730
	Weber HS	35704
	Weber Valley Detention Ctr.	35550
USDB	Utah Schools for the Deaf	41870
	Utah Schools for the Blind	41871
Charter Schools	Academy of Math, Engineering, and Science	83700
	American Leadership Academy	8B100
	CBA Center	84700
	City Academy	87700
	DaVinci Academy	A3700
	East Hollywood HS	A8700
	Fast Forward Charter School	98700
	InTech Collegiate High School	2C600
	Itineris Early College HS	A5700
	Karl G. Maeser Preparatory Academy	
	Liberty Academy	6C100
	NUAMES	A1700
	Odyssey Charter School	1C100
	Paradigm High School	9C100
	Pinnacle Canyon Academy	86100
	Salt Lake City HS for Performing Arts	7D700
	Success Academy	A9700
	Success School	88700
	Tuacahn HS For Performing Arts	90700
	Uintah River HS	92700
	Utah Co. Academy of Science (UCAS)	1B700
	Walden School of Liberal Arts	81300

Appendix A: Writing Label Application Sample

UBSCT Writing Answer Document

TEST DATE
2007
OCT DAY

GENDER
☐ Male
☐ Female

GRADE
68 69 70

ACCOMMODATIONS (ELL, IEP, 504)
☐ Directions read aloud in English
☐ Questions read aloud in English
☐ Directions signed
☐ Questions signed
☐ Screen reader
☐ Directions - oral translation
☐ Questions - oral translation
☐ Large print
☐ Magnification devices
☐ Braille
☐ Tactile graphics
☐ Audio amplification devices
☐ Visual cues - hearing impaired
☐ Talking materials
☐ Bilingual word lists
☐ Translated formulas
☐ Word processor w/ spell check
☐ Calculation devices
☐ Words in test booklet
☐ Scribe
☐ Visual organizers
☐ Graphic organizers
☐ Speech-to-text conversion
☐ Braille
☐ Recording device
☐ Reduce distractions to student
☐ Reduce distractions to others
☐ Physical access - ADA
☐ Extended time
☐ Multiple breaks
☐ Schedule change
☐ Temporary

DISTRICT/SCHOOL CODE

BIRTH DATE
MONTH DAY YEAR
Jan 1 9
Feb 2 0
Mar 3 0
Apr 4 0
May 5 0
Jun 6 0
Jul 7 0
Aug 8 0
Sep 9 0
Oct 0 0
Nov 1 0
Dec 2 0

SPECIAL CODES
NON-STANDARD PARTICIPATION
☐ Accommodated (ELL, 504, IEP Team)
☐ Modified (IEP Team)
☐ UAA, Utah Alternate Assessment (IEP Team)
☐ Private or homeschool participation
*** PARTICIPATING**
☐ *not - Unable to make up test
☐ *not - Medical emergency
☐ *not - withdrawn from school
☐ *not - homeschool non-participation

Align upper left-hand corner of barcode inside the bracket found under the special codes

Barcode
1051023312

Barcode
1000 Smith, John

Barcode
1000

Barcode
1051023312



Patti Harrington, Ed.D.
State Superintendent of Public Instruction

Utah State Office of Education
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Salt Lake City, Utah 84114-4200